ROYAL HOSPITAL SCHOOL
DIGITAL ARCHIVE

Welcome to the online *Royal Hospital School Digital Archive* system.

The system contains an archive of the school items - *The Royal Hospital School Magazine, Periodicals, RHSA Publications, Photographs, Ephemera, Books, Historic Documents & Artefacts, Maps & Plans, Videos, Music & Audio and Travel & Exploration*, covering a period of over 120 years.

The system has been designed with the view of the user being able to enter the specific areas individually.

Each magazine, photograph, book and document has been digitally reproduced and is available in the required electronic format, pdf's for magazines and documents, jpegs for photographs.

In addition, each magazine article and photograph has been extracted and a comprehensive database created to allow the user the ability to place a search across individual or multiple sections of the archives each item is also categorised and sub-categorised to enable quick-link searches to be placed over the system

It is recommended that the system is viewed in Internet Explorer 8 or above, or the equivalent.

The user will require a pdf viewer to open the pdf files. These viewers may be obtained free of charge directly from www.adobe.com.

ROYAL HOSPITAL SCHOOL DIGITAL ARCHIVE

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Basic user process.

Select the site url in the Internet Explorer url-address section.
On return the main log-in page will appear:

RHS 300
Home
Username
Password
Login
Home
First Time User?
Contact RHS
Purchase a Print
Support RHS
Digital Archive: Royal Hospital School
A very warm welcome to the eagerly awaited Digital Archive. A catalogue of some 15,000 images covering school magazines, periodicals, RHSA publications, photographs, historic documents and much more.
In order to maintain security you will be required to have a Username and Password allocated. Just click the button 'First Time User?' on the left.
We are anticipating a great deal of requests initially. Your patience is appreciated whilst your request is processed.
We have also created an Instruction Sheet which can be downloaded by clicking on the button on the right.
It will be possible to purchase any of the prints or magazines for a small fee by clicking on the button on the left. However this service will not be available initially.
RHS Community
Instruction Sheet
Help
Maintenance
School Magazines
RHS Periodicals
RHSA Publications
Photographs
Ephemera
Books & Publications
Historic Documents & Artifacts
Maps and Plans
Video
Music & Audio - Sounds of RHS
Travel & Exploration
The Holbrook Project
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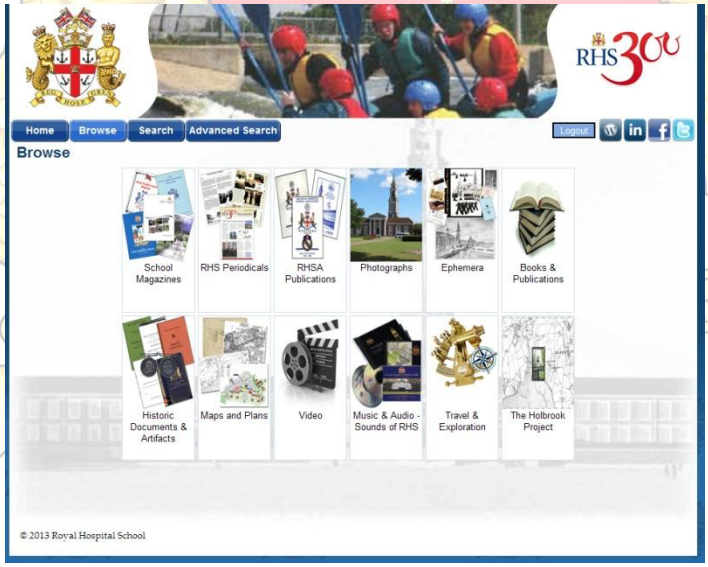
Please note that usernames and passwords are available from the school.

Enter the required log-in username and password. This will return the main switchboard (Browse) screen:



The switchboard allows the user to enter the individual areas of the archives or log out. Please note that the archives available are subject to the users access rights.

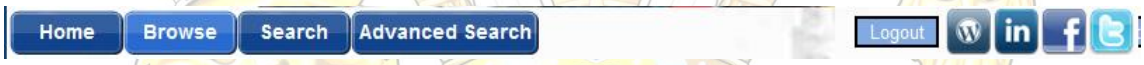
To enter an archive, select the 'Required Archive' button.

Welcome screen options.

The welcome screen provides the user with a number of options in addition to logging into the system.

First Time User?	Used to request access to the system via email
Contact RHS	Opens email direct to the school
Purchase a Print	Opens email direct to the school
Support RHS	Opens email direct to the school
RHS Community	Opens the RHS Community webpage
Instruction Sheet	Opens a PDF Instruction sheet
Help	Opens a PDF Helpfile
Maintenance	Only Available to Administrators

In addition to these by selecting the school crest in the top left corner the school webpage will open.
Select the RHS300 icon on the right top corner and the RHS300 school webpage will open.



Home	Returns the system to the main welcome screen
Browse*	Opens the Browse screen for selection of archives
Search*	Opens the Basic Search option section
Advanced Search*	Opens the Advanced Search option section
Logout*	Logs the user out of the system an returns to the welcome screen
Wordpress Blog	Opens the official RHS Wordress Page
LinkedIn	Opens the official RHS LinkedIn Page
Facebook	Opens the official RHS Facebook Page
Twitter	Opens the official RHS Twitter Page

Please note functions marked * are only available after logging into the system.

Browse screen options.

The browse screen provides the user with the option of opening a specific archive or opens the search functions. In addition the buttons marked * are available.

Home	Returns the system to the main welcome screen
Browse*	Opens the Browse screen for selection of archives
Search*	Opens the Basic Search option section
Advanced Search*	Opens the Advanced Search option section
Log Out*	Logs the user out of the archive

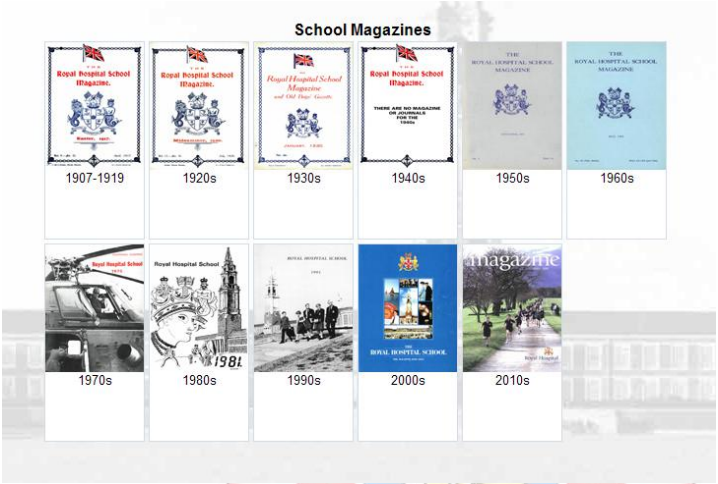
Using the System and Viewing Records

From the 'Browse' screen, select the required archive:

The Royal Hospital School Magazine
Periodicals
RHSA Publications
Photographs
Ephemera
Books
Historic Documents & Artefacts
Maps & Plans
Videos
Music & Audio
Travel & Exploration

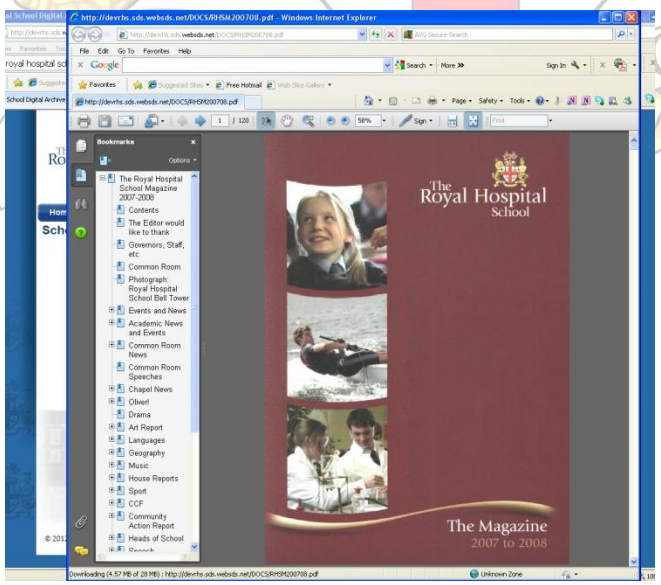
Once an archive has been selected, the user will be presented with different options to help locate specific items of interest, these will be described elsewhere in the help file.

The Royal Hospital School Magazine



The school magazines have been sorted in decade, then year sequence.

To view a specific magazine, select the required decade (ie 2000s), then select the required Magazine (example 2007/08), the magazine will open as a pdf in a new window.



The user can then scroll through the pages using the navigation buttons, or use the bookmarks located to the left, in addition a search may be placed over the individual magazine using the in-built pdf search function (the binoculars symbol).

All of the pages have been electronically read and the text may be copied and pasted into other applications (please note that the character recognition is approx. 90% accurate so some errors may appear).

To return to the archive, close the new window.

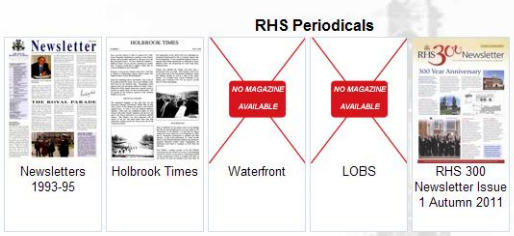
Please note that if there is more than one magazine in any year, the user will be shown the available magazines. This ranges from 1907~1961.

RHS Periodicals

The RHS Periodicals archive contains assorted magazines which currently include:

Newsletters 1993-95
Holbrook Times
Waterfront
LOBS
RHS300 Newsletters

On selecting the 'RHS Periodicals' from the browse screen, the user is provided with the selection screen



Select the required 'Periodical' archive, and the sub-selection screen appears,

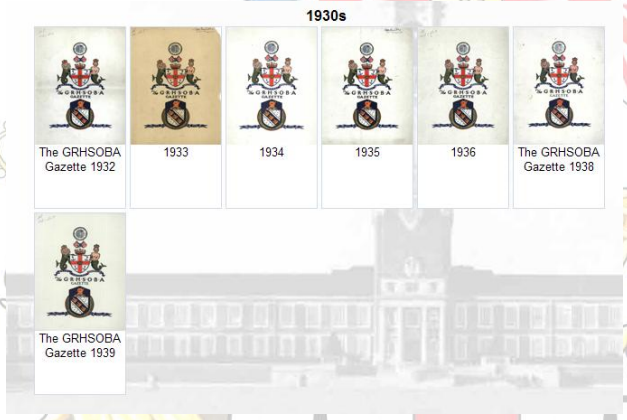
select the required item to view as pdf, this will open in a new window.

Please note that additional periodicals will appear as they become available.

RHSA Publications

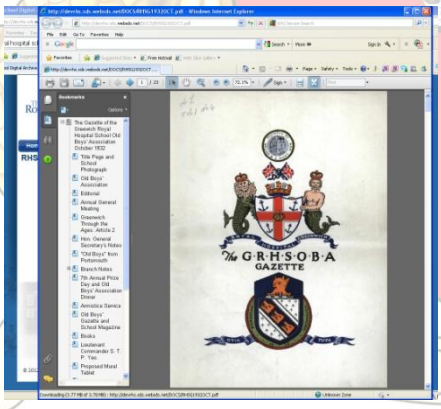
Similar to the 'Magazine' archive, the RHSA Publication archive contains Magazines from the RHSA.

This works in exactly the same way as the Magazine section. (ie select the required type



and then the required year.

Again the pdf will be displayed in a new window.



Photographs

All the photographs within the archive have been created as jpeg images and you will need a relevant jpeg viewer to view these items.

Each photograph has been allocated to a section which currently includes the following:

Whole School
House
Sport
Historic
Life at RHS
Music
Sailing
Parades & Ceremonial
Special Events
Iconic RHS
Staff & Students
Buildings

House
Anson
Blake
Collingwood
Cornwallis
Drake
Hawke
Hood
Howe
Nelson
Raleigh
St Vincent

Sport
Sports Day
Cricket
Football
Rugby
Hockey
Swimming
Athletics
Riding
Shooting
Boxing, Gym
Other Sports
Rounders'
Netball
Skiing
Tennis

Historic
Greenwich 1850
Greenwich 1910
F Sharp series
The Building Albums
Other

Life at RHS
Combined Cadet
Exploration
Extra-Curricular
Chapel
School Plays/Musicals
Other

Music
Band
Choir
Other

Sailing
Sailing
Seamanship

Special Events
Opening 1933
Royal Visits
Speech Day
Other
Lunches & Summer Balls

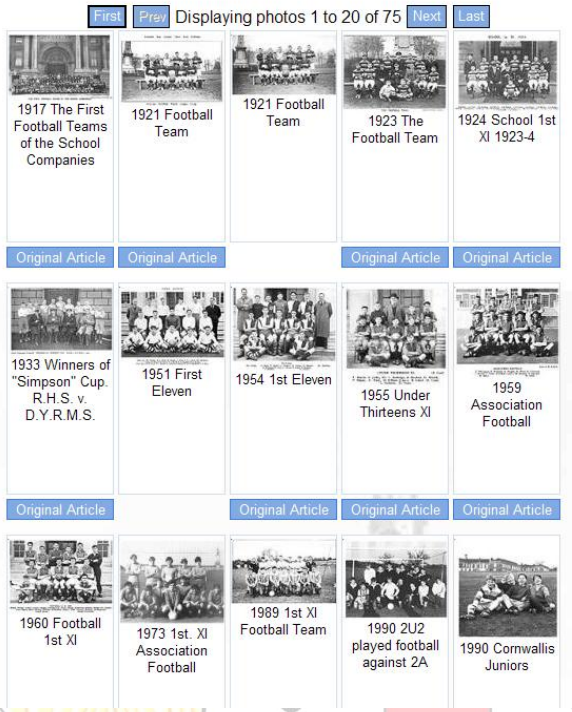
Iconic RHS
Clock Tower
Cannon
Fame
Prince of Wales
Yashima
Figurehead
Infirmary
Bathing Pool
Dining Room

Staff & Students
Headmasters
Formal Staff
Greenwich Staff
Holbrook Staff
Students
Former Students

Buildings
Greenwich
Building Holbrook
Holbrook External
Holbrook Internal
The School Site

These sections are then sub-divided into additional sections to help locate the required images:

Once a specific section has been entered (ie sport and football)



The photographs available will be displayed 20 images to a page, the user can scroll through the pages using the ‘First’, ‘Prev’, ‘Next’ and ‘Last’ options at the top of the page.
To view a larger version of the photograph, select the required thumbnail image,

This will return a larger image and display additional navigation options:

Orig article	If the photograph has been extracted from a magazine or book, then select this button to open the original magazine pdf to the page where the article starts.
Prev	Moves to the previous photograph in this section
Next	Moves to the next photograph in this section
Slideshow	Allows the user to view all the photographs in this section as a slideshow display
Close	Returns the user back to the section thumbnail display

Please note the ‘Original Article’ option is also displayed on the thumbnail screen.

Ephemera

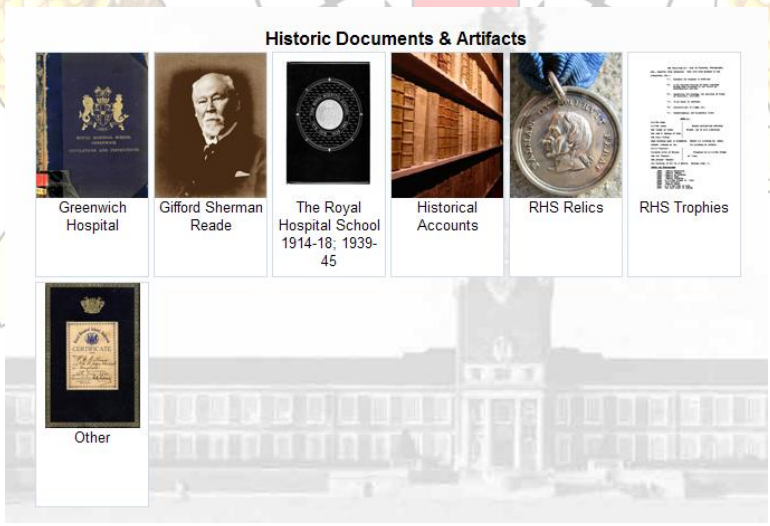
The Ephemera archive contains a mixture of different items, this includes *Newspaper Articles, Advertising Items, Reflections & Memories, Postcards, Scrapbooks, Speechday Programmes, Tickets & Programmes, School Calendars, Cartoons & Sketches (extracted from Magazines etc) and Other items.*
These items as previously may be split down to provide easy locating, to open and view the items simply select the relevant thumbnail. The item will open either as a pdf in a new window or as a jpeg.

Books & Publications

The Books and Publication archive is subject to the users access rights, this archive contains books relevant to the Royal Hospital School and these can be displayed as whole books or individual pages.

Historic Documents & Artefacts

This archive contains a number of collections of Historic Items.



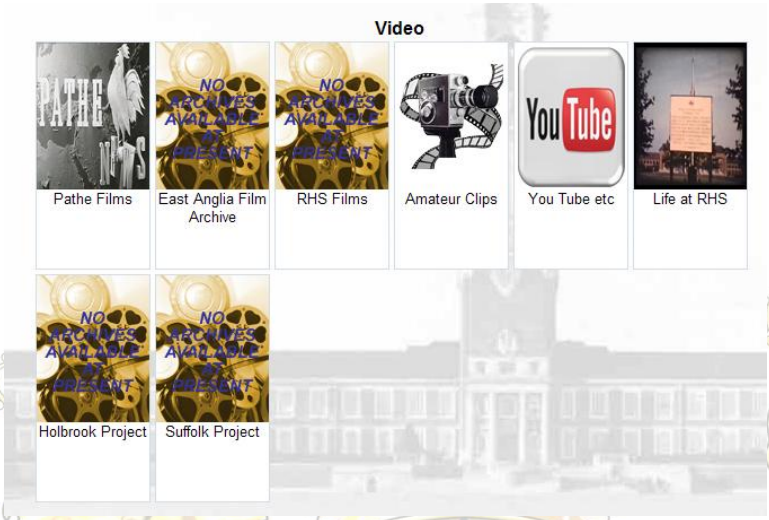
To view the items select the relevant thumbnail.

Maps & Plans

This archive contains assorted maps and plans of the buildings etc of the Royal Hospital School.

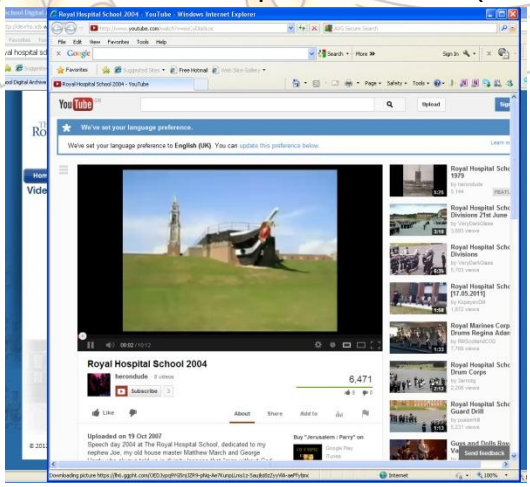
Videos

The video archive contains various collections of video items.



Some of these are in the form of links to external systems (ie Pathe and You Tube).

To play a video, select the required thumbnail (ie Speech Day 2004).

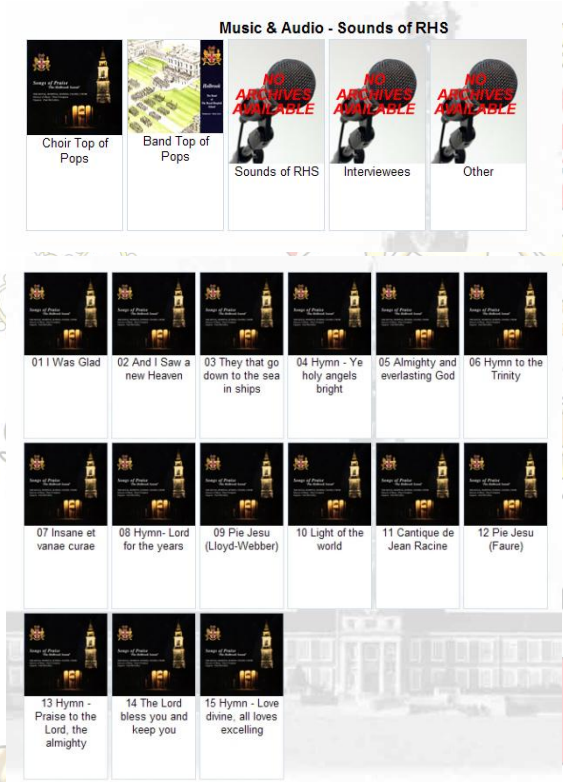


This will open the required player in a new window, to return to the system close the window.

Some of the videos are mp4 format and are quite large, these may take some time to play in the viewer, please allow time for these videos to buffer.

Music & Audio

The archive at present only contains 2 music cd items, these are split into individual tracks and can be played be selecting the required title.


Music & Audio - Sounds of RHS
Choir Top of Pops
Band Top of Pops
Sounds of RHS
Interviewees
Other
01 I Was Glad
02 And I Saw a new Heaven
03 They that go down to the sea in ships
04 Hymn - Ye holy angels bright
05 Almighty and everlasting God
06 Hymn to the Trinity
07 Insane et vanae curae
08 Hymn- Lord for the years
09 Pie Jesu (Lloyd-Webber)
10 Light of the world
11 Cantique de Jean Racine
12 Pie Jesu (Faure)
13 Hymn - Praise to the Lord, the almighty
14 The Lord bless you and keep you
15 Hymn - Love divine, all loves excelling

Travel & Exploration

The Travel & Exploration archive contains photographs extracted from the magazines and books etc.
As previous, the archive is split into categories to enable easier located of the required images.

Select the relevant thumbnail, to enter a specific category.

1998 The German Exchange
2001 The Lycee Naval with the Chaplain and friends
2002 The French Exchange to Lycee Naval, Brittany
2005 Year 8 trip to Hameln, Germany
2005 Year 8 trip to Hameln, Germany
2006 Spanish Exchange
2006 Spanish Exchange
2006 Spanish Exchange
2007 The headmaster meets and greets our Spanish guests
2008 Madrid Exchange
2008 Madrid Exchange
2008 Madrid Exchange
2008 Madrid Exchange
2008 Year 8 Trip to Cuenca
2008 Year 8 Trip
2008 Year 8 Trip to Paris
2008 Year 8 Trip to Paris
2011

Then select the required image to view larger.

In addition to these archives there is provision for a Holbrook Project archive, presently this contains no items.

When navigating through the ‘Browse’ screens, the user may return to the previous page by selecting the ‘Back’ button.

Please note that this button is only available when inside an archive and will only return the user to the previous level. To return to the main ‘Browse’ screen please select the ‘Browse’ button.

Holbrook Project

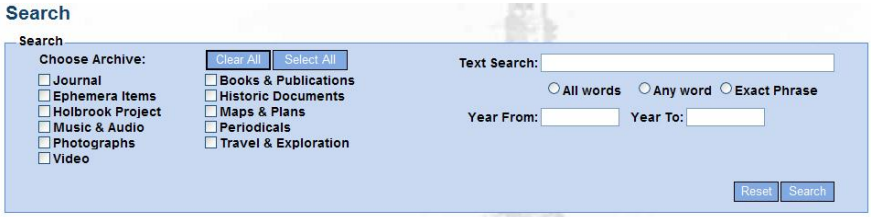
This area is still under development and is not available at present.

Search Functions

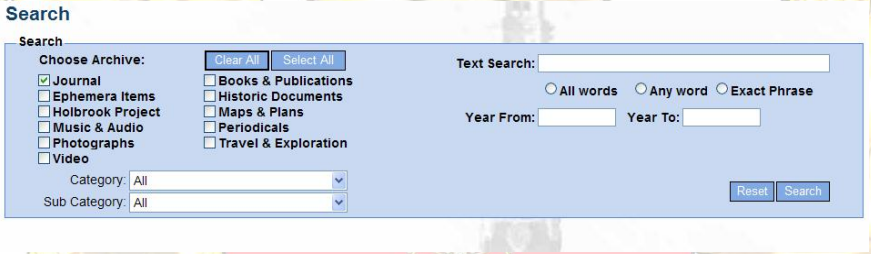
The archive contains two search options which can help to recover specific items from the archive.

Search

This is the easier search option.

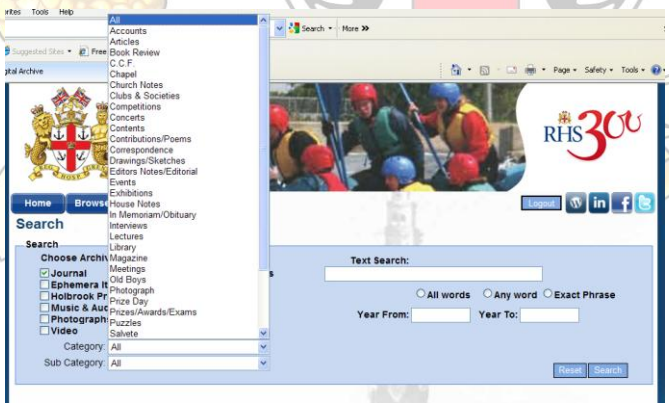


This option allows the user to select just one or a selection of the available archives by using the selection boxes on the left, when using just the 'Journal' archive, additional search options will appear allowing the user to select a specific category and/or sub-category.



When selecting just the photograph section the user gets a similar option.

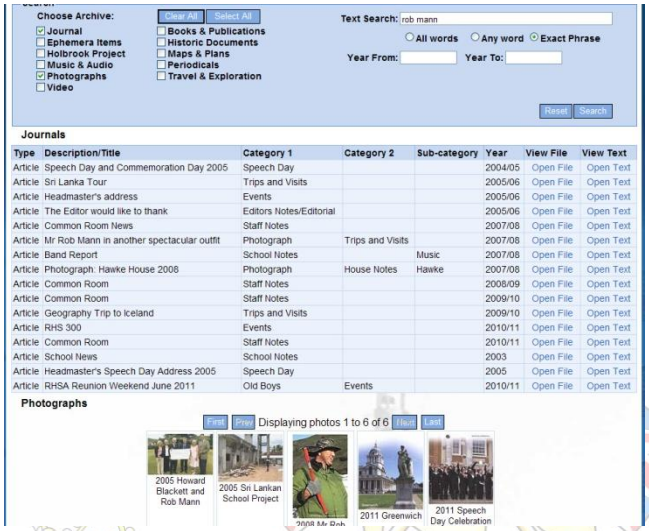
This option will allow the user to select a search criteria based on pre-defined category and sub-category options (ie for journals).



Please note however that these options are not available if more than one archive is selected for the search criteria.

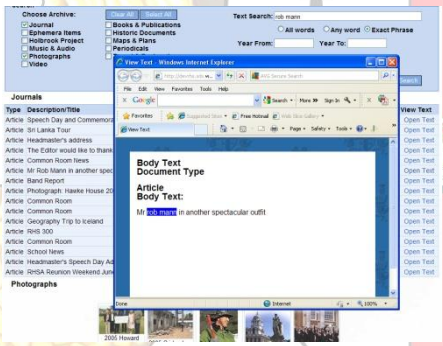
In addition to these options the user can apply a 'Text Search' option by entering any required text into the 'Text Search' box (for example rob mann and 'Journals' and

'Photographs' archives) and selecting either of the 'All Words', 'Any word' or 'Exact Phrase' options. (for this example 'Exact Phrase' has been used).


Choose Archive:
Journal
Ephemera Items
Holbrook Project
Music & Audio
Photographs
Video
Books & Publications
Historic Documents
Maps & Plans
Periodicals
Travel & Exploration
Text Search: rob mann
All words
Any word
Exact Phrase
Year From:
Year To:
Reset
Search
Journals
Type Description/Title Category 1 Category 2 Sub-category Year View File View Text
Article Speech Day and Commemoration Day 2005 Speech Day 2004/05 Open File Open Text
Article Sri Lanka Tour Trips and Visits 2005/06 Open File Open Text
Article Headmaster's address Events 2005/06 Open File Open Text
Article The Editor would like to thank Editors Notes/Editorial 2005/06 Open File Open Text
Article Common Room News Staff Notes 2007/08 Open File Open Text
Article Mr Rob Mann in another spectacular outfit Photograph Trips and Visits 2007/08 Open File Open Text
Article Band Report School Notes Music 2007/08 Open File Open Text
Article Photograph: Hawke House 2008 Photograph House Notes Hawke 2007/08 Open File Open Text
Article Common Room Staff Notes 2008/09 Open File Open Text
Article Common Room Staff Notes 2009/10 Open File Open Text
Article Geography Trip to Iceland Trips and Visits 2009/10 Open File Open Text
Article RHS 300 Events 2010/11 Open File Open Text
Article Common Room Staff Notes 2010/11 Open File Open Text
Article School News School Notes 2003 Open File Open Text
Article Headmaster's Speech Day Address 2005 Speech Day 2005 Open File Open Text
Article RHSA Reunion Weekend June 2011 Old Boys Events 2010/11 Open File Open Text
Photographs
First
Prev
Displaying photos 1 to 6 of 6
Next
Last
2005 Howard Blackett and Rob Mann
2005 Sri Lankan School Project
2011 Greenwich
2011 Speech Day Celebration

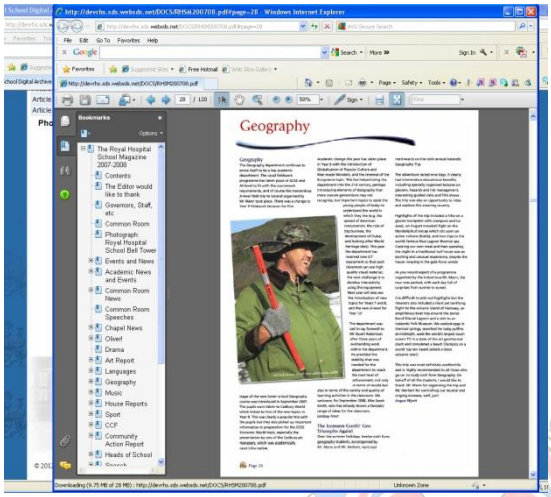
In this instance 16 results from the 'Journals' archive and 6 results from the 'Photographs' archive have been returned.

To view the Journal article containing the search criteria select 'Open File' the pdf will open to the relevant article, or to view just the text select 'Open Text' this will open a new window with the text displayed and the search criteria highlighted.

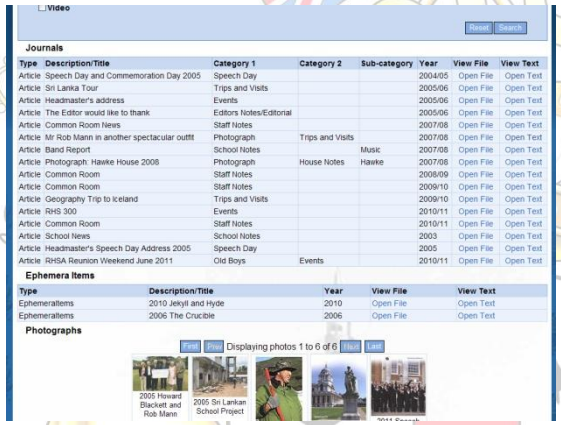


To view the photograph results, select a photograph to view as larger image and to display the navigation functions 'Orig Article', 'Prev', 'Next', 'Slideshow' and 'Close'.

By selecting the 'Original Article' option the correct pdf will open to the required article containing the image.



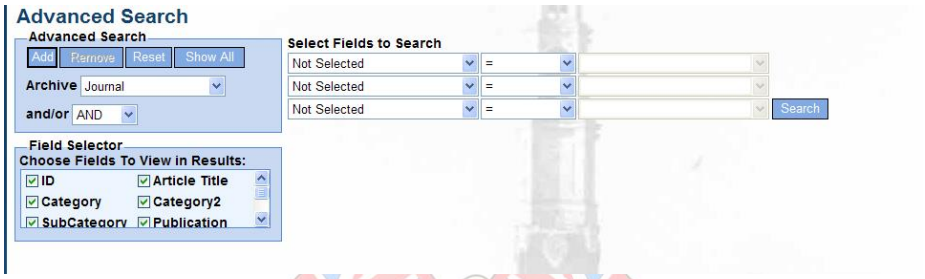
If any other archives are used in the search criteria these will be displayed in sequence.


Video
Reset
Search
Journals
Type Description/Title Category 1 Category 2 Sub-category Year View File View Text
Article Speech Day and Commemoration Day 2005 Speech Day 2004/05 Open File Open Text
Article Sri Lanka Tour Trips and Visits 2005/06 Open File Open Text
Article Headmaster's address Events 2005/06 Open File Open Text
Article The Editor would like to thank Editors Notes/Editorial 2005/06 Open File Open Text
Article Common Room News Staff Notes 2007/08 Open File Open Text
Article Mr Rob Mann in another spectacular outfit Photograph Trips and Visits 2007/08 Open File Open Text
Article Band Report School Notes Music 2007/08 Open File Open Text
Article Photograph: Hawke House 2008 Photograph House Notes Hawke 2007/08 Open File Open Text
Article Common Room Staff Notes 2008/09 Open File Open Text
Article Common Room Staff Notes 2009/10 Open File Open Text
Article Geography Trip to Iceland Trips and Visits 2009/10 Open File Open Text
Article RHS 300 Events 2010/11 Open File Open Text
Article Common Room Staff Notes 2010/11 Open File Open Text
Article School News School Notes 2003 Open File Open Text
Article Headmaster's Speech Day Address 2005 Speech Day 2005 Open File Open Text
Article RHSA Reunion Weekend June 2011 Old Boys Events 2010/11 Open File Open Text
Ephemera Items
Type Description/Title Year View File View Text
Ephemeralitems 2010 Jekyll and Hyde 2010 Open File Open Text
Ephemeralitems 2006 The Crucible 2006 Open File Open Text
Photographs
First Prev Displaying photos 1 to 6 of 6 Next Last
2005 Howard Blackett and Rob Mann
2005 Sri Lankan School Project

This search includes the ‘Ephemera’ archive.

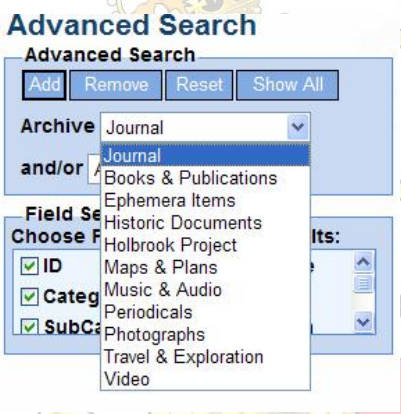
Advanced Search

The ‘Advanced Search’ function works in a similar method as the ‘Search’ option, however it provides the user with the ability to refine the fields covered by the search criteria.

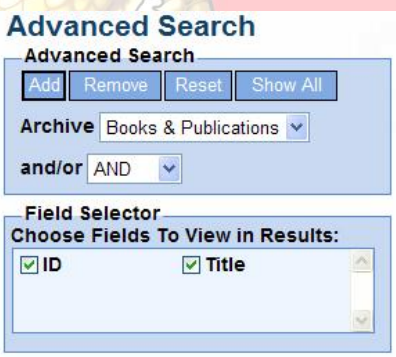


This option is only used for advanced searches on one archive at a time.

Select the required archive in the ‘Archive’ option box.



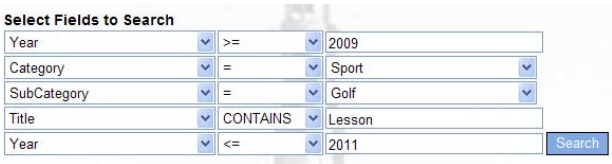
The ‘Field Selector’ box will change to display which fields are available for searching.



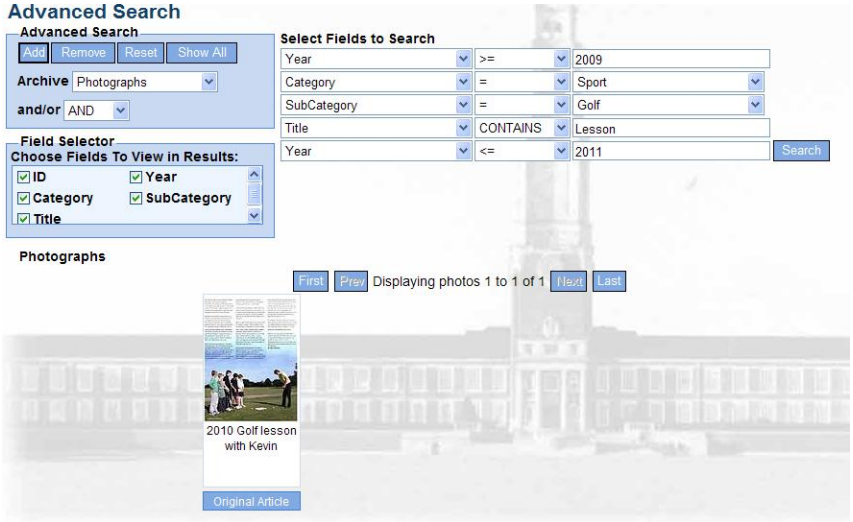
Books & Publications Photographs

The user may select or deselect any of the fields not required for the search option.

To define a search criterion, enter the required options in the ‘Select Fields to Search’ options.



For this example we are looking for a golf photograph between the years 2009 and 2011 and with ‘Lesson’ in its title.



This returns just the single photograph, we can open the original article from the result screen as previously.

The default setting for ‘Select Fields to Search’ is three fields, but the user can add more fields by selecting the ‘Add’ button in ‘Advanced Search’ box.
Select the ‘Remove’ button to remove any added boxes. Select ‘Reset’ button to clear any search criteria. Select ‘Show All’ to view all the records in the selected archive (not recommended).

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